

Executive Registry
77-1577/1

DDA Registry
File 0 + 11 1-2

DDA 77-3502
16 June 1977

MEMORANDUM FOR: EA/DCI

FROM:

Executive Officer/DDA

SUBJECT:

Director's Notes

*Listen for consumer
sales action - 7 not
forthcoming memo
to [redacted]*

1. Action Requested: None; for your information based on your question regarding the number of copies of the Director's Notes that are distributed to employees.

2. Staff Position: Initially, [redacted] copies of the Director's Notes were distributed throughout the Headquarters area. This equates to approximately [redacted] employees. The distribution has been increased to [redacted] which is our normal distribution of bulletins and notices to Agency employees in the Headquarters area. This distribution had been decided upon several years ago in the interest of conservation of paper and general economy.

STATINTL

[redacted]

OFFICE OF THE DIRECTOR

DD/A Registry

Approved For Release 2001/05/23 : CIA-RDP80-00473A000300080003-2

Date: 9 June 1977

TO: Deputy Director for Administration

FROM: Executive Assistant to the DCI

SUBJECT: Director's Notes

Executive Registry

77-1577

REMARKS:

The Director has heard that the Director's Notes are not produced in sufficient quantity for broad distribution.

He asked that you look into this.

STATINTL

DD/A Registry

File OFM 1-2

DDA 77-3502
16 June 1977

MEMORANDUM FOR: EA/DCI

FROM:

[REDACTED]
Executive Officer/DDA

SUBJECT: Director's Notes

1. Action Requested: None; for your information based on your question regarding the number of copies of the Director's Notes that are distributed to employees.

2. Staff Position: Initially, [REDACTED] copies of the Director's Notes were distributed throughout the Headquarters area. This equates to approximately [REDACTED]. The distribution has been increased to [REDACTED] which is our normal distribution of bulletins and notices to Agency employees in the Headquarters area. This distribution had been decided upon several years ago in the interest of conservation of paper and general economy.

[REDACTED] STATINTL

EO/DDA [REDACTED] sf (16 June 1977)
Distrib [REDACTED]

- Orig - Addressee
① - DDA Subject
1 - DDA Chrono
1 - RFZ Chrono

Background: DDA 77-3376, Memo for DDA from EA/DCI, dated 9 June 1977,
Subject: Director's Notes.



UNCLASSIFIED

INTERNAL
USE ONLY

CONFIDENTIAL



SECRET

ROUTING AND RECORD SHEET

DD/A Registry

File 04M1-2

SUBJECT: (Optional)

FROM:

Executive Officer/DDA

EXTENSION:

6535

NO.

DDA 77-3376

DATE

9 June 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. AI/DDA

STATINTL

Jack Blake saw this on my desk and suggests that we increase circulation to [redacted]. He asked that you prepare a note to the FA/DCI explaining that some years ago we established [redacted] as normal full [redacted] in the interests of [redacted] economy.

STATINTL

STATINTL

Attachment [redacted]

EO/DDA/ [redacted] smf (9 June 77)
Distrib [redacted]

Orig - addressee w/orig att

1 - DDA Subject w/att

1 - DDA Chrono w/att

1 - RIZ Chrono

Attachment: DDA 77-3376 dtd 9 June 77 to DDA fm FA/DCI re Director's Notes -- not being produced in sufficient quantity for broad distribution.

EO/DDA *3*
A1/DDA

OFFICE OF THE DIRECTOR

DD/A Registry

77-3376

Date: 9 June 1977

TO: Deputy Director for Administration

FROM: Executive Assistant to the DCI

SUBJECT: Director's Notes

Executive Registry

77-1577

REMARKS:

The Director has heard that the Director's Notes are not produced in sufficient quantity for broad distribution.

He asked that you look into this.

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3

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TRANSMITTAL SLIP		
TO: <i>Carol -</i>		
ROOM NO.	BUILDING	
REMARKS: <i>Pls file w/ notes from Sci. SE</i>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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